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ABSTRACT

The handbook is designed to assist youth leaders in the Future Farmers of America (FFA). It is organized into nine sections of varying length which consider the following facets of FFA (with sample sub-topics in parentheses): FFA members (things to know to become an effective member, membership policy); FFA officers (duties and qualifications of officers, how to become a good officer); FFA Alumni Association (some activities of local chapters); FFA reports and applications; leadership (the importance of good leadership, qualities of leadership, ways to be a good leader, characteristics of a leader); introductions for speakers; presenting and receiving awards; public speaking (fundamentals, tips, speech preparation); and self-improvement (grooming, personality self-rating, conversation tips, table tips). (JR)

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FFA

LEADERSHIP

HANDBOOK

PREPARED BY

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UNDER THE DIRECTION OF

DR. L. E. MILLER

SPRING 1974

VPI & SU

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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INTRODUCTION

YOUR PERSONAL EQUIPMENT

A few years ago, not too many in the history of this country, a baby was born - you. That baby was given a heart that beat and beat and beat. At the end of the first year it had beat 50 million times. By now it has probably beat 700 million times or more. If the heart stopped beating, your body would become lifeless and soon start to decay.

You were given a pair of lungs, five lobes to breathe the breath of life. If those lungs were to be shutt off at any time, your career would close.

You were given a marvelous brain with several billion circuits. It can operate four hours on the energy from a peanut. It is completely mobile. It occupies less than a cubic foot of space. It is programmed by a child. It can remember, it can calculate, it can think, it can plan.

You were given a chemical organism that can take food and transform it into energy to build the fibers of your body. If any of these vital organs were lost, you would be, and all you are going to do for the world would be finished.

You were given two eyes, a detector system that can see light originating in the sun 93,000,000 miles away, and in the moon 240,000 miles away.

You were given the five senses - the eyes to see, the nose to smell, the tongue to taste, the hands to feel, and the ears to hear. None of these would you sell for any price.

You were given hands, and we could spend the rest of the day talking about what hands can do.

Now the question is, "What are you going to do with all this wonderful equipment?"

ACKNOWLEDGMENTS

Information used in this handbook was obtained from the following sources:

Oklahoma FFA Chapter Officer Handbook
Official FFA Manual
Ohio FFA Chapter Officer Handbook
Handbook for National Officers
FFA Leadership Handbook - Indiana Association
Membership - The Pathway to Leadership
FFA Alumni Association Information Letter (December 1973)

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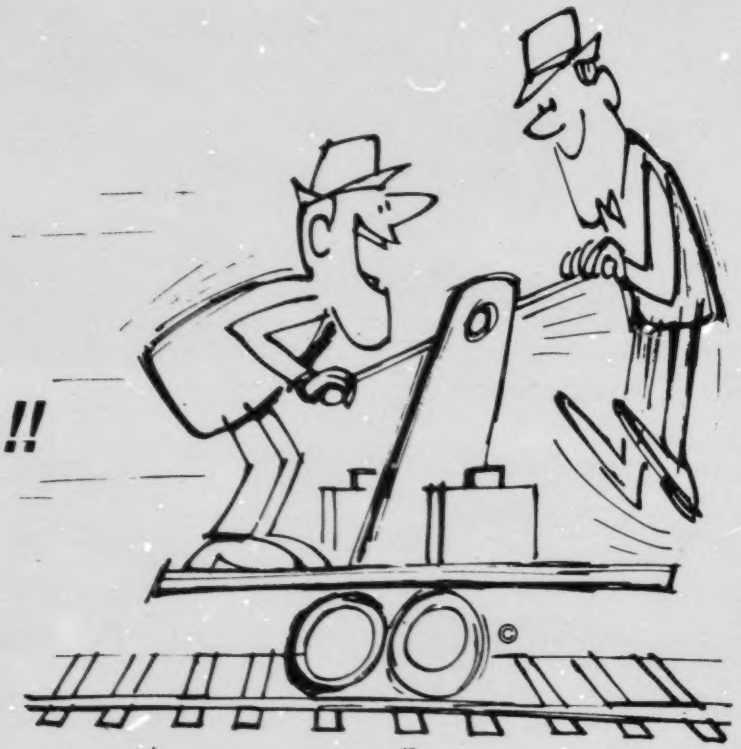


Getting there is half the fun!!

THE FFA MEMBER

FFA MOTTO:

Learning to Do

Doing to Learn

Earning to Live

Living to Serve

WELCOME
to
FFA !!

WHY BE A MEMBER?

Americans are "joiners" at heart. Most of us belong to several organizations. Stop just a moment and think about all the organizations you know about.

Why do your parents belong to the organizations they belong to? Is it because their friends do, because their boss expects them to, because they enjoy being a part of the group, or is it some other reason? Being a member of most organizations require some time so why do people take their time for meetings, club work, etc.?

Organizations provide opportunities for meeting new people, making business contacts, and establishing identity with the causes of the organization a person is associated with. Membership offers a means of working toward personal and community goals, as well as security, recognition, and an opportunity to respond to worthwhile challenges.

Some organizations through their own reputation help the members to be looked up to by others. Just belonging to such organizations brings respect from others.

Does the organization provide an opportunity for you to offer your thoughts and energies? Does it give you recognition and satisfaction? Can the organization help to develop your social or leadership abilities? How about recreation? Try answering these questions about the FFA.

By being enrolled in vocational agriculture you are a part of one of the best organizations there is --- the FFA. The FFA can help you as much if not more than most courses you take, that is if you have what it takes to be an effective FFA member.

WHAT KIND OF MEMBER WILL YOU BE?

Almost all organizations from the FFA to the Lions Club and even the Congress of the United States has the problem of only a <u>few</u> having to do most of the work of the organization. Are you, or will you be, a "do-less" member? Why is this important to a high school student, you might ask. The past and the present clearly shows that all of us end up being a member of at least several groups once we are out on our own. Whether a person is a member of a church, a group at work, a coach of an athletic group, a member of a civic club, the PTA, or whatever; he is still a member and as such he needs to be able to be an effective member.

THINGS TO KNOW TO BECOME AN EFFECTIVE MEMBER

WHAT HAS THE ORGANIZATION BEEN LIKE?

The first requirement of being a worthwhile member is to understand the nature of the organization you belong to or which you might join. All but the newest organizations have some history as well as past accomplishments. If you are to be an important addition to any group, then you need to know something about the group's history and accomplishments.

How can you obtain such information? Some organizations will give you booklets with this information, some organizations may just give you some few details when you first join, while others may not mention history or past accomplishments. Regardless of the organization's practice, you need such information if you are going to be an involved member of the organization. In the event this information is not given to you, ask for it, and make sure you get it.

The FFA is a good example to use. This organization has been around for some time. The FFA's history and accomplishments can be found in the Official FFA Manual.

DOES THE ORGANIZATION HAVE PRINCIPLES WITH WHICH I AGREE?

It is hard for a person to be an effective member of an organization if he does not agree with the basic principles of that organization. Before you can decide if you agree with those principles you must know what they are and understand what they mean. Where can you find the basic principles of an organization? They are usually printed in a book or other similar piece of literature. The principles of the FFA can be found in the Official FFA Manual. Do you agree with these principals? If so, you will probably be able to "fit" in this organization. If you join such an organization you will probably attend the meetings, take an active part in its activities, and in other words become an effective member.

HOW IS THE ORGANIZATION ORGANIZED?

Before a race car driver can drive his fastest, he has to know how the track is laid out. This is also true for a member of an organization; he has to know the basic structure of the organization of which he is a part.

In order to be a member that accomplishes something and helps the organization move forward, you have to understand the organization's layout.

Every group has members and leaders who have a lot of influence. It is important to know who to see to get the job done. Some organizations are organized differently from others. The FFA, for instance, has a fairly common type of organization. The manual shows the organization of the national, state, and local chapter. Study the organization of the local chapter until you are familiar with it.

IS MY ORGANIZATION THE GREATEST?

Everyone needs to be proud of his organization. You need to feel that your organization is No. 1. This does not mean you should be a braggart.

The FFA is a Winner

If you agree with the principles, background and past history of you organization, then you will find little difficulty in feeling that your organization is the greatest. More importantly, if you are really a part of the organization, it will be much easier to feel like it is a great organization.

WHY GO TO ALL THOSE MEETINGS?

It has often been said that "the only difference between an alcoholic and a drunk is that drunks don't have to attend all those meetings." This may be true but certainly the real difference is much deeper than this -- how is the alcoholic's future affected by attending "all those meetings?"

Everywhere you go you hear people complaining that they do not have enough time to do one thing or another. The greatest excuse given for not attending most meetings (expecially church) is -- "I don't have time." Actually, if asked to defend such a statement most people would end up admitting that it wasn't really the fact that they didn't <u>have time</u>, but that they didn't <u>take time</u>. Attending any kind of meeting is usually a matter of giving your time first and putting other things off until later. We usually make time to do what we want to do.

You have probably heard of or have given lots of reasons for not going to meetings. Some of them probably sound pretty good. Study these reasons. What were you really saying? Were you saying, I wasn't that interested, there were other things I wanted to do, it wouldn't make any difference if I went or not? Maybe you can begin to see that it's pretty hard to be an effective or even a very worthy member of a group if these are your reasons. Members of organizations who always drum up reasons not to go to meetings don't matter much anyway.

WHAT DO I DO AFTER I GET THERE?

Going to meetings is fine -- but what you do after you get there is more important. Most people usually have a lot of good ideas but are often afraid to offer their thoughts. People often have something to say in a meeting but they are not exactly sure how to go about it.

1st. Obtain the floor. Stand and say "Mr. Chairman," (or "Mr. President," depending on the organization) wait for the chairman to recognize you.

2nd. State your ideas. Tell how you feel about this and why you feel this way.

3rd. Offer a specific proposal, if that is appropriate. Clearly state what you think the group should do.

4th. Sit down -- give others a chance to offer their opinions.

Does this make sense? Does it really?

Yes, basically it does, but we have led ourselves into the trap most people get caught in. That is, we haven't given enough thought to what we really want to say before we stand up. Thus, many people ramble on and on without ever getting their point across.

How can you avoid this? Basically you can avoid this by organizing your thoughts and deciding exactly what you want to get across before standing up. Give it a try and you'll find it becomes easier with a little practice.

WILL I ACCEPT RESPONSIBILITIES?

Most young people today are well aware of ther rights and privileges and this is as it should be. However, we often fail to realize our accompanying responsibilities. Every organization needs some "chiefs" but the "chiefs" will not be able to accomplish very much without "Indians." If an organization is to accomplish much the Indians will have to assume their fair share of the work. What usually happens in organizations is that "the faithful few" do all the work. It's nice to say -- "I'm a member of the FFA" and have people believe you have been an active member who has helped the FFA accomplish what it has.

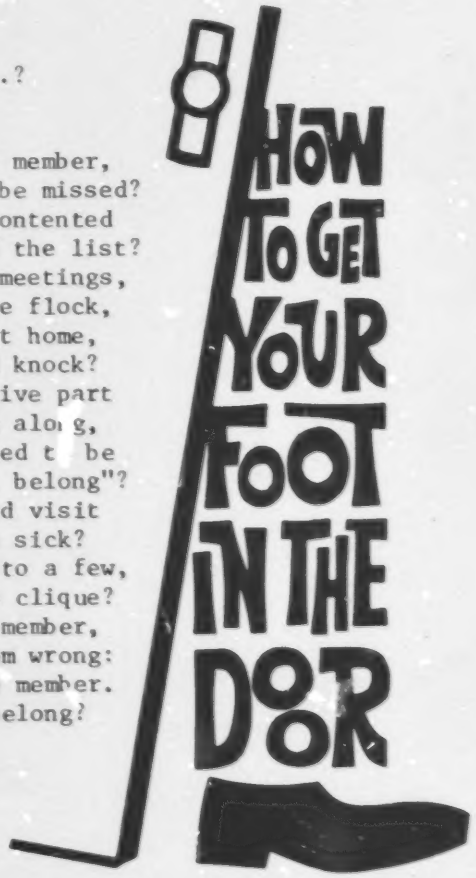
It's even more rewarding to know that you have done what has been asked of you and maybe more importantly, what has not been asked of you. Before anyone can really be an effective member of an organization he must be big enough to decide he will accept his share of the work. It is through such active participation that a person is able to reach his potential and to grow in an organization.

By learning to accept responsibility in the FFA for instance, your chances of success in later life will be greatly improved. Few people are ever very successful on the job if they don't accept and even look for responsibility. There are many former FFA members who are presidents of companies, governors, senators, professors, etc. You can definitely learn to accept responsibility if you try. Begin at home -- look for things that need to be done and do them. Begin with small tasks such as repair jobs, and as your confidence increases try some tasks requiring more responsibility. Once you have experienced some success you'll feel more secure accepting responsibility. Then look for, and even ask for, some responsibilities in the FFA. As others see your abilities, they'll give you as much responsibility as you want and you'll be much more a part of the chapter.

Study the program of work of your local FFA chapter and pick out those items which you would like to try to accomplish. This will give you the responsibility you need and the other members will admire your accomplishments.

ARE YOU.....?

Are you an active member,
The kind that would be missed?
Or are you just contented
That your name is on the list?
Do you attend the meetings,
And mingle with the flock,
Or do you stay at home,
And criticize and knock?
Do you take an active part
To help the work along,
Or are you satisfied to be
The kind that "just belong"?
Do you ever go and visit
A member that is sick?
Or leave the work to a few,
And talk about the clique?
Think this over, member,
You know right from wrong:
Are you an active member.
Or do you just belong?



FFA MEMBERSHIP POLICY

Many schools have a local policy which is in accord and operates within the scope of this accepted policy. Local school authorities are concerned with the amount of school time students would miss by belonging to two organizations.

Vocational Agriculture teachers' first responsibility is to the students enrolled in their high school program, but they are also expected to work with adult and young farmers as well as with young people of the community. Most teachers work very closely with county extension directors by assisting 4-H members with livestock projects, fairs, and shows, judging workouts and developing a total agriculture and youth program in the community.

In direct answer to some specific questions:

1. Requirements for enrollment in vocational agriculture.

   Answer: Any student who is enrolled in high school may enroll in vocational agriculture.

2. Relationship of vocational agriculture and the FFA organization.

   Answer: FFA is an integral part of the program of vocational agriculture, and it has always been the policy for students enrolled in vocational agriculture to be members of the FFA.

3. Relationship of grade in vocational agriculture as related to FFA activities.

   Answer: Each school and teacher sets up their own grading system which includes classwork; laboratory work; supervised occupational experience program, which includes farming programs, shop projects, on-the-job training activities, etc. as an FFA member.

Tips on Motivation

ENCOURAGING ATTENDANCE TO MEETINGS

1. Make the meetings interesting to the members.

2. Try to get the members involved in business and other activities at the meetings.

3. Serve refreshments after the meeting.

4. The officers should set a good example for the members.

5. Members should encourage other members to attend.

6. Call the roll at each meeting if possible or have some method of keeping a record of attendance.

7. Present awards to members with perfect attendance records.

8. Attach the following procedure to the by-laws of the constitution:

   Each member who desires to be excused from a regular meeting must fill out an excuse form and give it to the secretary before the executive meeting or the day before the scheduled meeting. The excuse will be approved by the secretary and the president if it meets the following criteria: If the excuse is not approved, the member will be counted absent.

   1. A member will not be excused for more than two (2) consecutive meetings for any job, on the farm or elsewhere.

   2. A member will be excused for a school function, funeral, sickness, death in the family, or a church function.

   3. A member will not be excused for a school function if his attendance does not exceed 70% for the previous 10 meetings.

   Any member that misses two (2) consecutive meetings unexcused, or more than 30% of the previous 10 meetings will be considered as inactive until voted active again by a quorum vote of 2/3. Two thirds of the active membership will constitute a quorum.

   Members will be counted late if they enter the meeting room after opening ceremonies are completed.

   Have members use the following form: (see next page)

Absentee Report Form

I will be absent at the _____meeting for the following reasons:

_____

_____

_____

_____.

_____ member's signature

_____ President's signature

_____ Secretary's signature

Approved _____(yes) _____(no)

THE FFA OFFICER

DO YOU WANT TO BE AN FFA OFFICER?

1. You must be able to think on your feet.
2. You must be able to adjust yourself to any and all situations.
3. You must realize that, as an FFA officer, remaining silent is often fully as important as speaking your thoughts.
4. Your must know th importance of sincere, mature courtesy.
5. You must master a complete working knowledge of the FFA, both past and present.
6. You must be able to communicate freely the joys and discomforts of farm life.
7. You must thoroughly acquaint yourself with the principles of parliamentary procedure and familiarize yourself with the operations of other major organizations.
8. You must never forget that you have accepted a binding obligation, and cannot slack up until every duty has been fulfilled.
9. You must realize that your time must be willingly spent for the value of experience and service rather than for monetary return.
10. You must remember above all, that in being an FFA officer, you are in no way set aside on your own private pedestal; rather, you are never more than one in the organization.

DO YOU BELIEVE....

THESE STATEMENTS??

1. A good set of FFA officers cooperating with a good advisor endowed with enthusiasm, wisdom, and understanding spell success for any FFA Chapter.

2. The FFA is a representative organization that develops its members to function as worthy citizens.

3. Chapter members have more fun and pride if they have a good chapter.

4. FFA activities aid in developing the talent and abilities of chapter members.

5. The success of any FFA chapter depends upon the development of each individual chapter member.

6. One FFA chapter has as much chance of success as another if the members are willing to plan and work.

7. As an FFA officer you have the responsibility of providing proper leadership for the members of your chapter.

8. A good FFA officer shares responsibility and recognition with others.

9. A good FFA officer strives to provide worthwhile experiences for his members thereby enriching the personality of both officer and member.

10. A good FFA officer is willing to accept all members and attempt to understand them and improve them.

11. The FFA should be an organization with dignity and respect in the school and community.

12. The FFA can help members to become better persons.

13. Chapter officers can help a chapter to be "Alive."

A CHALLENGE

You have been elected by your fellow members as an officer of your FFA chapter for the coming year. This means much trust, faith and confidence has been placed in you to carry out the duties of your particular office and to provide overall leadership to your chapter, school and community.

The Vocational Agriculture Program along with your local teacher and advisor makes it possible for an FFA chapter to exist in your community and provides an opportunity for you to be an officer in the largest youth organization in agriculture. You can do much throughout this year and in years to come to promote and support Vocational Agriculture programs, the FFA and the total agriculture industry.

While your term of office is certain to be an exciting and valuable experience, there will be much to learn and many things to do. This, however, is what will help you to respect your office, for a job that requires little or no effort is seldom respected. This year will be a year filled with activity, fun and inspiration if you will pursue the duties of your office with all enthusiasm, determination and perserverance

you can muster. If this is your goal, yours will be a year of true enjoyment and you will pass the torch to your successor with that good feeling of "a job well done."

NOW THAT YOU ARE AN OFFICER, WHAT ARE YOU GOING TO DO?

You have been elected to a chapter office. Your membership is depending on you.

The biggest problem you have is getting members to work for and with you.

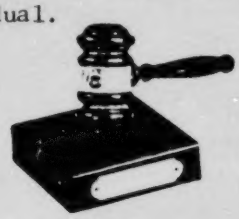
You may be capable of doing the job yourself but what is your responsibility as an FFA officer?

You must get other boys to take a share of the responsibilities.

If you did the whole job yourself, you would not be developing other boys in leadership, cooperation, and citizenship as stated in your primary aim.

Why not get the executive committee together and plan a program that will benefit your whole chapter, school, and community?

When you have finished your term of office, try to measure your success by what the chapter has done under your leadership, not what you have accomplished as an individual.



PRESIDENT

1. Preside over and conduct meetings according to parliamentary procedure.
2. Assume a big part in student leadership of the chapter. Make all ceremonial parts effective and sincere.
3. Appoint committees and see that they function.
4. Represent the chapter and speak on certain occasions.
5. Follow up on all chapter activities and check on progress.
6. Coordinate chapter's efforts by keeping in close touch with all officers, members and the advisor.
7. Call special chapter meetings or special officer's meetings.
8. Keep chapter moving in a satisfactory manner. Show a genuine interest in all activities.

9. Keep members on the subject and within time limits at all meetings.

10. See that all guests are properly introduced.

VICE PRESIDENT

1. Set up a committee meeting schedule with the committee chairmen.

2. See that the program of work committees plan program.

3. Go over Program of Work with Executive Committee and post dates on the FFA Calendar.

4. See that Committee Meetings are scheduled on the calendar and that all committee members have a calendar.

5. Meet with the committees to promote accomplishment.

6. Give recognition to outstanding committee chairmen.

7. See that committee reports are submitted to the secretary.

8. Select a slogan for each committee (Ralston Purina Cards may give you ideas).

9. Practice during your free periods on ceremony and parliamentary procedure. Remember you are Assistant President.

10. Be prepared to assume duties and responsibilities of President.

SECRETARY

1. Prepare and read minutes of meetings.

2. Attend to official correspondence.

3. Send out and post notices.

4. Keep the secretary's book up-to-date.

5. Count and record rising votes when taken.

6. Have the following material on hand at each meeting.

   a. Secretary's book and minutes of previous meeting.

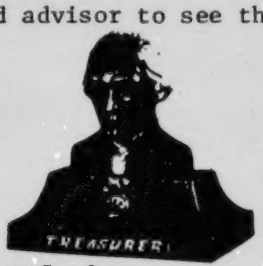
b. List of committees and committee reports.
c. Copies of local, state, and national, programs of work.
d. Copies of Constitution and By-Laws.
e. Copy of the official Manual.

7. Report proceedings at Executive Meetings and have agenda available for each meeting.

8. Read communications at meetings.

9. Cooperate with other officers, members, and advisor to see that all meetings function properly.

TREASURER



1. Receive and act as custodian of all chapter funds.

2. Collect dues and assessments and send in State and National dues.

3. Assist in preparing an annual budget of estimated receipts and expenditures.

4. Coordinate activities to build up the financial standing of the chapter.

5. Keep the financial records of the chapter.

6. Pay out chapter funds as authorized.

7. Prepare a financial statement to be presented at each regular chapter meeting.

REPORTER

1. Gather and classify chapter news.

2. Prepare news notes and articles for publication or broadcast.

3. Contact local newspapers, provide with a cut or mat of the emblem and supply FFA news.

4. Send news notes to State reporters.

5. File clippings and pictures of chapter activities and keep a chapter scrapbook.

6. Serve as chapter historian. Complete the chapter scrapbook.
7. Assist in maintaining a chapter bulletin board.
8. Supply materials for reports.
9. Assist with planning and arranging chapter exhibits.
10. Arrange for FFA participation in local radio and/or TV programs.

SENTINEL

1. Cares for chapter equipment and paraphernalia and has it in place prior to meetings.
2. Welcomes friends of the FFA.
3. Assists the president in maintaining order.
4. Special ceremonial assignments.
5. Special duties for refreshment and entertainment.
6. Checks room conditions including temperature, ventilation, and lighting.

OTHER CHAPTER OFFICERS

Parliamentarian
Chaplain
Sweetheart
Corresponding Secretary
Assistant Officers
Class Officers

QUALIFICATIONS OF A GOOD OFFICER

Can you answer Yes to all these Questions? If you can you're on your way. You must -

1. Have an ENTHUSIASM for FFA work
2. Command the RESPECT of the other members
3. Have pleasing PERSONALITY
4. Have ability to WORK WITH PEOPLE
5. Have KEEN INTEREST in agriculture and a strong faith in its future
6. Know PARLIAMENTARY procedure
7. Have SUFFICIENT TIME for the office
8. Be able to EXPRESS YOURSELF effectively
9. Be willing to work and ACCEPT RESPONSIBILITY
10. Be a good student and a WORTHY REPRESENTATIVE of your school
11. Have a respectable OCCUPATIONAL EXPERIENCE
12. THINK AHEAD - PLAN AHEAD - BE A LEADER!!

My office is one of the most important in my chapter. It is so important that if I am the "weak link" in our chain of officers our chapter will suffer severely. I will not let that happen!!

HOW TO BECOME A GOOD OFFICER!!

1. Study the latest edition of the FFA Manual.
2. Promote practices that will assist in making a good chapter.
3. Learn your part in the opening and closing ceremony.
4. Study and practice parliamentary procedure.
5. Devote a part of each school week to your officer duties.
6. Be regular in attendance at all FFA activities.
7. Know your duties and fulfill them.
8. Work hard at having harmonious relationships in your chapter.

9. Be a good salesman. Instill faith in your chapter members.
10. Be neat in your dress and personal appearance.
11. Wear the FFA jacket whenever appropriate.
12. Learn to delegate responsibility wisely.
13. Learn to give credit where credit is due.
14. Be courteous. The words "please" and "thank you" pay big dividends.
15. Use good judgment. Assemble facts and figures before meetings.
16. Read the National FFA Magazine.
17. Acknowledge courtesies extended to you or your chapter.
18. Practice good table etiquette on all occasions.
19. Develop good conversational habits.
20. Be careful of what you say and how you say it.

TEN COMMANDMENTS FOR FFA OFFICERS

1. Thou shalt be prepared. Prepared to speak on FFA occasions and civic affairs.
2. Thou shalt strive to develop public relations. I will be fair and honest with all my dealings with the public.
3. Thou shalt strive to acquire a greater knowledge of the FFA and other organizations.
4. Thou shalt evaluate oneself and accept challenges with determination.
5. Thou shalt be courteous and friendly in all dealings with thy associates.
6. Thou shalt be a gentleman at all times possessing such qualities as poise, confidence, neatness and cleanliness in mind as well as body.
7. Thou shalt recognize individual differences and share responsibilities with others.

8. Thou shalt keep informed on current affairs and strive to be able to carry on an intelligent converstaion.

9. Thou shalt be optimistic in performing duties and be humble in carrying them out.

10. Thou shalt have faith in people and work with a trust in God.

THE FFA
ALUMNI ASSOCIATION

ALUMNI ASSOCIATION

The desire of those who have been members of the FFA in the past to become involved and join together in a united effort--to help educate others in agriculture and generate support--to help build confidence in today's FFA members and provide inspiration--to keep informed about the FFA and to share experiences and ideas with others--has led to the establishment of the National FFA Alumni Association.

FFA Alumni Association

NEWSLETTER

VIRGINIA FFA ALUMNI ASSOCIATION

Following the termination of active membership status in the FFA, a former member of the FFA becomes eligible for active Alumni membership. A growing number of former members are becoming very active leaders in the FFA Alumni Association and give outstanding support to agricultural education and the FFA on the local, state, and national levels. As of Fall 1974 the national membership was 13,000 and is still growing.

The FFA organization added the Alumni Relations Division as the eleventh area of its Program of Activities at the National FFA Convention. Suggestions for local FFA Chapter's Program of Activities are included in the 1974 Official FFA Manual.

The National FFA Alumni Association was established in 1971. The Virginia FFA Alumni Association was chartered in 1972 as the eleventh state to receive a charter. The Virginia Alumni Association will play an ever increasing role in the successful operation and performance of the local FFA Chapters across the state of Virginia.

The Virginia FFA Alumni Association is part of the National FFA Alumni Association. The purpose of the National FFA Alumni is:

1. To support and promote the FFA organization, FFA activities, and vocational agriculture on local, state, and national levels.
2. To provide a tie to the FFA and to assist FFA and agriculture personnel to involve former members in worthy activities.
3. To promote greater knowledge of the agricultural industry and support education in agriculture.
4. To cooperate with the National FFA Board of Directors, National FFA Foundation Board of Trustees, and the National FFA Foundation Sponsoring Committee.
5. To promote and maintain an appreciation of the American free enterprise system of free men.
6. To promote the personal development aspect of the FFA.

SOME ACTIVITIES OF THE LOCAL FFA ALUMNI CHAPTERS MIGHT INCLUDE:

1. Act as an "Advisory Board" to suggest improvements for the local FFA and vocational agriculture program.

2. Help build prestige and gain community support by being a "sounding board" of well-informed spokesmen on its behalf. (It's hard to support something you don't know about.)

3. Help secure job placement or cooperative placement opportunities for members.

4. Assist with developing supervised occupational experiences for members.

5. Help build confidence and inspire local FFA members.

6. Give encouragement to the local FFA Advisor or vocational agriculture instructor.

7. Provide a more effective use of community resources (more relevant instruction).

8. Provide assistance with actual classroom teaching (serve as resource persons).

9. Provide pointers on career opportunities (guidance and counseling).

10. Provide scholarships for local graduates.

11. Assist with FFA activities.

12. Assist with local test plots or land laboratory.

13. Assist with local field trips.

14. Help with judging contest.

15. Help with special events or activities. (etc., etc., etc.)

FFA Alumni Association
P. O. Box 15058
Alexandria, Virginia 22309

Alumni

FFA REPORTS

AND APPLICATIONS

FFA REPORTS & APPLICATIONS

Report		Date Due	Send to
1.	State FFA Dues, Order Record Books, Pins, etc.	October 1	State Office
2.	FFA Chapter Program of Work	October 15	Area Office
3.	Junior Livestock Fat Stock Show Entries	October 15	Area Office
4.	Purebred Heifer State Show Entries	December 15	Area Office
5.	Application for FFA Forestry Management and Seaboard Forestry Award	March 20	Area Office
6.	Holiday Lake Scholarship Applications	April 1	Area Office
7.	State Farmer Degree Applications	April 1	Area Office
8.	Honorary State Farmer Applications	April 1	Area Office
9.	American Farmer Degree Applications	April 1	Area Office
10.	Applications for other FFA Foundation and other awards:	April 15	Area Office
	a. Agricultural Mechanics		
	b. Agricultural Electrification		
	c. Soil, Water, and Air Management		
	d. Ornamental Horticulture		
	e. Home Improvement		
	f. Dairy Production		
	g. Chapter Safety		
	h. Livestock Production		
	i. Crop Production		
	j. Poultry Production		
	k. Placement in Sales and Service		
	l. Placement in Agricultural Production		
	m. Building Our American Communities		
	n. Chapter Forestry		
	o. Chapter Wildlife		
	p. Plus 3 New Award Areas		
11.	Final FFA Chapter Reports	April 15	Area Office
12.	FFA Bond and FFA Chorus Applications	April 15	State Office
13.	Reservation Requests FFA Camps	April 20	State Office
14.	State FFA Convention Entry Forms	May 1	Area Office

Note: Follow notation on forms as to number of copies to prepare and distribute.

LEADERSHIP

FFA UNITES YOUTH WITH OPPORTUNITIES

FFA members are involved in America's future.

FFA

For tomorrow's agriculture. FFA

LEADERSHIP AND YOU

Leaders aren't born; they're developed, almost completely by their own effort. A true leader sees the direction in which a group is moving and gets there quicker than the group as a whole, quick enough so his ideas and actions may influence the thoughts and behavior of the group.

THE IMPORTANCE OF GOOD LEADERSHIP

1. Leadership is urgently needed in agriculture, industry, business, government, education, finance and international affairs.

2. The need for competent leadership is on all levels; it should be an important part of your FFA chapter, the State Association and the National Organization activities.

3. You may become a leader -- but you must have the desire, the will power, the urge to excel and most important, be willing to work hard.

4. Leaders are developed, not born, therefore, leadership does not depend entirely upon the abilities you have, but on how effectively you use your talents.

MANY CONFUSE LEADERSHIP WITH BOSSING. THIS IS A MISTAKE, BECAUSE:

The boss drives men -- the leader guides them

The boss depends on authority -- the leader depends upon good will

The boss creates fear -- the leader develops confidence

The boss assigns tasks -- the leader sets the pace

The boss says "I" -- the leader says "WE"

The boss says "GO" -- the leader says "LET'S GO"

Learning through Leadership

QUALITIES OF LEADERSHIP

A good leader must have certain qualities which can be learned by the average person if he works on them intelligently. The qualities are also highly desirable in everyday life.

1. A leader believes in and understands the principles of democracy. He believes the discussion group has the ability and right to make decisions and to select their own leader. He further believes the group's decisions will be sounder and more readily accepted than where decisions are imposed upon the group.

2. A leader respects the rights and dignity of others. He realizes that every person can make worthy contributions to society, if given the chance. He believes every person is equal in respect to having the same right to live fully in a democratic society.

3. A leader is willing to accept responsibility and do his part through work <u>within</u> the group.

4. A leader is able to work and get along with people in a friendly and peaceful manner. He must be straight forward, agreeable, and industrious. The leader praises where praise is due, and he has sensitivity to the basic trends and moods of the group.

5. A leader is able to communicate his thoughts and feelings in a clear and understandable manner as well as verbalize the ideas of the group.

6. A leader is well informed on matters which concern the group. He arrives at a decision only after he has had an opportunity to secure and study pertinent information.

7. A leader is confident in himself, he possesses integrity and also shows trust for his fellow group members.

8. A leader is optimistic and enthusiastic; he believes that group action can overcome obstacles and solve problems. He works <u>within</u> the group with "zest" and enjoyment.

9. A leader is open-minded. He does not claim to have all the answers; he seeks the opinions of the group and accepts and supports them if they seem best for the group. However, he is willing to compromise on issues.

10. A leader has strength of conviction. He will "take a stand" and be counted, yet he can be convinced otherwise if evidence is presented that leads him to know he is in the wrong.

11. A leader will show initiative in getting the group started through sound and careful planning. He proceeds with the group discussion with knowledge rather than with reckless abandon.

12. A leader is public spirited, thus he will not help one individual achieve a selfish end. The leader will desire and work for those things that benefit the group.

13. The leader will restrain his own desires for self expression, but when he does express facts or offer possible solutions he should never make a statement which may commit him to partisanship.

DON'T LOOK FOR CREDIT

A leader is best
When people barely know he exists.
Not so good
When people obey and acclaim him.
Worse when they despise him.
But of a good leader
Who talks little
When his work is done
His aim fulfilled
They will say
"We did it ourselves."

THE GOOD LEADER
IN THE FFA:

1. Has broad knowledge of the FFA.

2. Has faith in people and wants to work with them.

3. Shows interest and alertness, has proper attitude.

4. Has a good personality, high morals, honesty and good manners.

5. Has poise and confidence, speaks well.

6. Is democratic in dealing with FFA members, as well as others.

7. He is a hard worker, cooperative and is fair and impartial.

8. Is patient, optimistic and gives credit for work done.

9. Is sensitive to the individual and recognizes individual differences.

10. Acts as a helper, umpire and moderator so that all are encouraged to share in the work of the FFA.

11. Shows and uses a sense of humor to relieve tension in a serious meeting.

12. Takes pride in the job he is doing.

13. Realizes that as a leader, he must let others share responsibilities.

14. Is always well prepared, creative, uses initiative and vision.

15. Has humility, courtesy, takes advice and does his best at all times.

16. Believes in the FFA organization and has a sincere desire to serve it as a "team member" in accomplishing the purposes of the organization.

STEPS TO BECOMING A GOOD LEADER:

1. Study the qualities of recognized good leaders.

2. Study yourself, identify both your own weak and strong points.

3. Develop yourself as a good follower--discipline and willingness to obey are "musts" in a good leader.

4. Follow a definite plan of self improvement in leadership, using your chapter members, parents and teacher to help you set and accomplish goals that will improve your school, chapter, community, agriculture and welfare of all.

5. Learn as much as you can about groups in general and what "makes them tick." Make sure you really understand your group.

REMEMBER: Leadership is a fun function, something you do, not merely a group of personality traits.

WAYS TO BE A GOOD LEADER

1. The leader fosters active par[illegible]ipation by his chapter.
2. The leader promotes group cooperation and a desire to "pull together."
3. The leader obtains essential information for group use.
4. The leader encourages opinions or solutions--given by the group members.
5. The leader stimulates critical thinking and evaluation.
6. The leader welcomes all contributions or suggestions that seem irrelevant.
7. The leader encourages differences as well as agreement on opinions.
8. The leader is personally neutral on issues, and sees that both sides are considered.
9. The leader attempts t[illegible] change the behavior of "troublesome participants."
10. The leader constantly charts or summarizes the progress of the group.
11. Be well prepared--know leadership takes work as well as practice.
12. Be group minded-regard yourself as a part of the group. Say "we" instead of "I"; don't try to run the crowd. Instead, be guided by the crowd's wishes.
13. Like people--be understanding and friendly.
14. Be poised--don't let irritations bother you.
15. Have humility--be confident, but not cocky. Don't be afraid to reveal you don't know everything.
16. Be a hard worker--don't ask anyone to do something that you would not be willing to do yourself.
17. Be responsible--live up to your word and duties.
18. Be cooperative--know how to work with others and enjoy working with them.

19. Be a fun-lover--enjoy life--the simple things as well as the big.

20. Have vision--help the person in your group to learn and grow through the activities.

21. Be clear--be able to express yourself effectively.

22. Be proud--proud of what you do. Take pride in being a leader, but earn it.

23. Be neat--always be neat in dress and personal appearance.

24. Be courteous--the words "please" and "thank you" pay dividends. Use them often.

25. Think ahead--know members' opinions and be ready to meet changing situations.

26. Set goals--make them high, but be sure to reach them.

27. Take advice--but do your own thinking.

28. Get the facts--analyze them before you draw conclusions.

29. Do your best--at all times. Plan to make the most effective use of your time.

Characteristics of a Leader

1. Intelligence
2. Scholarship
3. Dependability
4. Participation
5. Activity
6. Socioeconomic status
7. Sociability
8. Initiative
9. Persistence
10. Self-confidence
11. Knowing how to get things done
12. Alertness to situations
13. Insight into situations
14. Cooperativeness
15. Popularity
16. Adaptability
17. Verbal facility
18. Flexibility
19. Honesty
20. Self-assertiveness
21. Size (height and weight)
22. Attractiveness
23. "Group-talkers"
24. Well-adjusted personality
25. Social sensitivity
26. Extroversion
27. Belief in value of individual
28. Knowledge of problems
29. Restraint
30. Vitality
31. Mellowness
32. Sensitivity to group trends and moods
33. Can verbalize ideas of the group

INTRODUCTIONS FOR SPEAKERS

HOW TO INTRODUCE

A SPEAKER

I. Purpose

The main purpose for having an introduction is to "break the ice" between the speaker and the audience and to create a friendly atmosphere.

II. Essential Parts of Introduction

A. Where he is from

B. List the speakers' outstanding qualifications, especially those that relate to the topic

C. Important awards he has won (If he has won many awards, speak of only the most important.)

D. Why he is qualified to speak on the subject

E. Current position

F. Title of speech (if any)

G. Name

III. Don'ts in Introducing a Speaker

A. Don't make your introduction too long

B. Don't try to capture the audience with your personality, funny stories or with your knowledge of the subject. Remember, he is the speaker.

C. Don't give exaggerated praise

D. Don't apologize to the audience if the speaker is a substitute speaker

IV. Things to Remember

A. Have in mind a clear plan

B. Know what you are going to do and how you are going to do it before you start the introduction

C. In a sense, make the introduction fit the occasion

D. Be sure to use the proper title (Mr., Mrs., Dr., etc.)

E. Provoke applause after the introduction and remain at the podium until the speaker arrives

F. Never forget the cardinal rule of giving introductions, "know the person whom you are introducing"

G. Be enthusiastic and sincere

H. Give the exact title of the speech

I. Bridge the gap between the topic and the interest of the group

J. Create suspense so that the audience is waiting for the speaker

K. Give his name--DISTINCTLY--Pronounce it correctly

L. Retire during the applause

M. Be alert to "relieve" him after he has spoken

PRESENTING AND RECEIVING AWARDS

1ST

MAN OF YEAR
AWARD

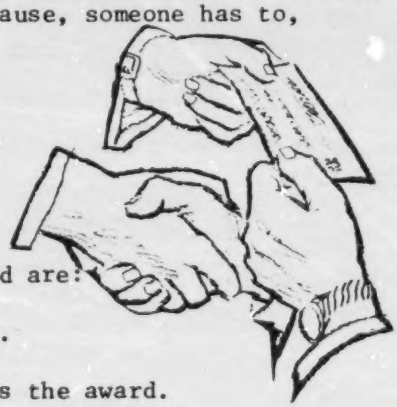
HOW TO PRESENT AND RECEIVE AWARDS

PRESENTING AWARDS

Some simple rules to remember in presenting an award are:

1. Tell why the award is made (explain simply).
2. Tell something of the group interest in the life and activities of the person receiving the award.
3. Explain how much the award is deserved and how the group feels toward the person receiving the award.
4. Congratulate the recipient and convey everyone's good wishes for the future.

Be ready to present trophies, pins, etc., that are small enough to hold in one hand by having the award in your left hand. When actually presenting the award, extend your right hand to the recipient, hand the award with your left hand, smile, and try to get a smile from him. Mom or Dad is probably trying to get a picture and they certainly don't want their child in a dead pan! Also, don't be afraid to start the applause, someone has to, and you're the leader, right?

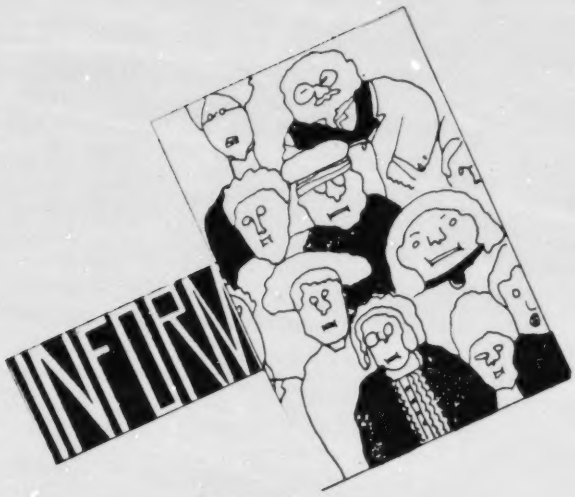


RECEIVING AN AWARD

Some simple rules to remember in receiving an award are:

1. Be humble and sincere in receiving the award.
2. Thank the sponsor or foundation that presents the award.
3. Thank the key people who made it possible for you or your chapter to receive the award.

Be prepared to take the trophy, pin, etc., in your left hand if the award is small enough to handle easily. When receiving the award, smile and extend your right hand to the presenter and extend your left hand to take the award when it is offered. Wait a few seconds to see if anyone will be taking pictures.



PUBLIC SPEAKING

ART OF
COMMUNICATION

what do I do first

PUBLIC SPEAKING TIPS

Speech Preparation

1. Select a subject you have earned the right to talk about.

   How do you "earn the right?" By knowing a great deal about the subject or by feeling very deeply about it.

2. Think it through--in advance.

   Analyze, condense, simplify until you have a well-rounded skeleton of the subject, clearly defined main points and conclusion. Now, outline on a card, which you will keep out of sight; or, better still, memorize. If you feel better with the complete speech take a copy with you, but don't depend on it like a crutch.

3. Make your speech interesting.

   How do you make your speech interesting? Use plenty of examples. A speech without examples can be profound, but not popular.

4. Overcome fear.

   How? "Courage comes from having done the thing before," says Emerson. " Do the thing you fear to do and the death of fear is certain."

5. Don't tell funny stories unless you really know how.

6. Be brief.

   Irvin S. Cobb once said, "No speech can be entirely bad if it is brief enough." Here are suggestions for briefing:

   a. After you write your speech, kill the first few paragraphs. This magic rule for getting a good start works. Never begin a speech at the beginning--start in the middle.
   b. Work hard on your talk. Any fool can write a long speech, but it takes a wise man to cut it short. "To write short, think long." As Albert J. Beveridge once said, "If you don't strike oil the first two minutes, stop boring."
   c. Remember, when you can't think of any more examples, your speech is over.
   d. Memorize your ending. Lord Palmerston once said, "The speaker must know the ending of his speech or he will never be able to sit down."

FUNDAMENTALS OF PUBLIC SPEAKING

An effective speaker has a "head to contrive, a tongue to persuade and a hand to execute."

A. The kinds of speeches you might give.

1. To get action.

   a. Give examples of your experiences, illustrations.
   b. Be clear cut in what you want the audience to do - tell it forcefully and with conviction.
   c. Give reason why the action is desired, the benefit to be gained by your audience.

2. To gain confidence.

   a. Win confidence by deserving it, speak sincerely, be enthusiastic and impart conviction. Your voice, mannerism and showing respect for audience will help.
   b. Desire to get a "yes" response, find a common ground of agreement.

3. To inform.

   a. Give explanations, instructions or a report. Restrict your subject to the time you have; cover your points in order, from beginning to conclusion.
   b. You can often compare the strange with the familiar, but avoid technical terms.
   c. Don't shoot with bird shot, but with a rifle.

4. To impress.

   a. To make a lasting impression on your audience through reference to personal experience. Emotions are appealed to, aided with well chosen descriptive words.
   b. Add life, detail, color and appeal so the audience will retain what it is you are telling.

5. To entertain.

   a. To bring enjoyment or pleasure, and does not always necessarily involve humor. It is to bring relaxation and cause the audience to reflect in a happy mood.
   b. Often a speaker can include a "message" along with humor or entertainment.

6. Impromptu speaking.

   a. In "talking off the cuff" the speaker must be mentally ready; practice keeping along with a speaker on the program. What would you say if you were asked to continue, should the speaker stop?

b. Never apologize if not prepared, but launch into your topic.
c. Set living example immediately to enlist attention of your audience so you become a part of each other. Speak with animation and force.
d. Know the audience: Who are they? What are they doing? The occasion: What's the meeting about?
e. Often you can modify remarks of previous speaker to fit the occasion.
f. Keep your ideas logically grouped around a central theme.
g. Impromptu talking is an extension of the same thing one does in the living room.

B. The speech essentials:

1. Select a subject you are qualified to talk about.

a. It is important to be aware of the speaking situation, and its relationship to preparing for the speech, such as, the audience - place - subject - length of speech - lectern - and P.A. system.

2. Preparation:

a. Select a subject you have earned the right to talk about. Then limit yourself to a specific area.
b. What audience will you be speaking to? What are the interests of the audience?
c. What about time to prepare and time to speak?
d. Use stories, illustrations and examples.
e. Humanize: Use human interest stories, such as your own background and experiences.
f. Personalize: Use names, specific information, dates, places - but don't overdo.
g. Use words or phrases that "paint a word picture".

3. Outlining: (In three parts)

a. Introduction: - To get started, make it personal, or refer to why the speech is given. May use illustrations or comparisons, but this must relate to subject. If humor is used, it MUST have a definite bearing on the speech.

b. Discussion: - Contains main ideas you wish to communicate to your audience. Must be well connected and flow smoothly from point to point. Eliminate any ideas or parts that do not have connection with the subject. The speech should be planned so the audience will feel it is important to them.

c. Conclusion: - Always leave a favorable impression or an idea with your audience. Often a well chosen story, anecdote, poem, quotation, or simple repetition of main parts are good. Avoid using well worn phrases as, "in conclusion", or any other trite little tidbits.

4. Practice - Practice - Practice:

   a. Never memorize a speech. We talk spontaneously, so why not give a speech in a similar manner?
   b. Rehearse in privacy of a room, talk loudly and follow your notes to get sequence of ideas clearly in mind (think ideas, not words).
   c. Practice your speech with friends to get their reactions and responses, as to - How do I look and sound? How is my eye contact? Are my facial expressions, gestures and poise good?
   d. Practice before a mirror to work for physical balance, coordination, smoothness and meaningful gestures.
   e. Use a tape recorder to check your voice volume, pronunciation, enunciation, articulation, inflection and rate of delivery. Playback of tape will help you correct errors and slips in delivery.

5. Developing confidence:

   a. There are many causes of stage fright, such as, uncertainty, ignorance, negative thinking or going into an unknown experience. A certain amount of "stage fright" is necessary for you to be "up" for the speech. But lack of preparation will bother you the most.
   b. One must use positive thinking, don't let worry defeat you. Think of the good result and rewards after you have finished your speech.
   c. Your personal appearace is important. It helps to take a shower, wear proper clothing, keep your shoes shined, fingernails cleaned and hair groomed.
   d. Personal hygiene is a must; get ample rest, eat properly, exercise regularly and maintain good physical habits.
   e. Arrive at the meeting early to avoid anxiety; this will also allow you to study the room setting, the stage arrangement, your place on the program, or to become acquainted with the chairman and other members or guest.

6. The "Waiting" period:

   a. While waiting for your part on the program it is most important to be alert and show interest in what is being said. Appear at ease, show confidence, calmness and assurance on your part.
   b. Be thinking of your opening remarks and occasionally take a few deep breaths.
   c. Avoid slouching, whispering converstions, gum chewing or body actions that will reflect against you or may cause disarray of your clothing.
   d. Know how you will get to the lectern in the most effective way.

7. The Delivery - you are "on":

   a. Be ready when the chairman introduces you. Give the chairman time to get to his chair before recognizing him, but never turn from the microphone to do this.

b. Handle your notes carefully and properly; make purposeful adjustment of the "mike" and address your audience after salutatory remarks with words that are clear, rich in tone and spoken with confidence.
c. Establish eye contact with your audience; use proper body action, and be aware of how your voice is carrying.
d. Be eager to share your talk with your listeners, transfer this enthusiasm to the audience, using proper animation. If you are honored to speak, say so. Never belittle or make an audience feel inferior. Use humor carefully, and properly. Always watch for audience reaction.
e. Smile and nod to express your appreciation of the plaudits of the audience, then properly return to your seat. Avoid facial expressions or bodily movement that might show your personal reaction to the speech. Continue to show interest in the program.

8. Evaluate yourself for improvement:

a. Review your speech immediately by asking yourself:

1. Where was I inadequate? How can I improve?
2. What did I do incorrectly? Did I hold my audience? Did I talk too long? Too fast? Did my voice carry?
3. What were the good points? What did I do correctly?
4. What were the comments of my listeners?
5. What must be improved to do better next time?

9. Undesirable Types of Speaking Mannerisms:

a. Physically swaying to and fro - teeter-totter.
b. Waving hands like a windmill.
c. Wringing hands.
d. Playing with glasses or key chains, coins in pocket, pencils or the mike.
e. Hiding hands behind the back.
f. Adjusting clothing, tinkering with buttons, tie or handkerchief.
g. Leaning on table or desk or sitting down.
h. Staring out the window or at ceiling.

SELF IMPROVEMENT

Have teeth been brushed?
Teeth should be brushed twice a day.

Are fingernails clean and shaped?

Is hair cut when needed?

Are clothes right for school?
They should not be too dressy.
They should not have lots of lace and ruffles.
They should be easy to wash and iron.

Are torn places neatly mended?

HOW TO BE A BETTER PERSON!

Occasionally it is good for an FFA officer or member to "take stock" of himself or herself as to who he is, where he is going, how he will get there and how well he performed reaching his goals. The following should be reviewed periodically -- and in a fair manner.

A. To be a better person (and a better officer)

1. Think and act straight.
2. Get the facts and analyze them before you draw conclusions.
3. Get the habit of cleanliness and orderliness.
4. Set up reasonable goals and reach them.

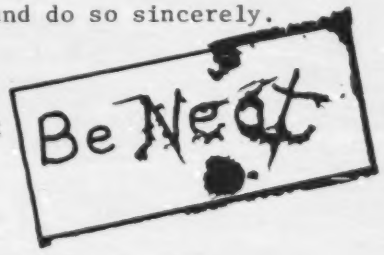
   Aim - an ideal or hope
   Goal - a target to be hit
   Objective - measurable progress toward a goal

5. Take advice, but do your own thinking.
6. Encourage the other fellow as you go along.
7. Never admit to yourself that you are licked (beaten)
8. Spend a little less money than you make.
9. Make friends, then keep them in good repair.
10. Dream on what you would like to help bring about (accomplish).
11. Be proud of what you do -- take pride in being an FFA Officer or member, but earn it.

B. Six ways to encourage people to like you.

1. Become genuinely interested in others.
2. Smile
3. Remember that a person's name is to him or the sweetest and most important sound in any language.
4. Be a good listener. Encourage others to talk about themselves.
5. Talk in terms of the other person's interests.
6. Make the other person feel important -- and do so sincerely.

GROOMING HABITS AND MANNERS



AS OTHERS SEE YOU

GOOD GROOMING HABITS AND PERSONAL HYGEINE IS A MUST. BE SURE TO -

1. Shower or bathe every day. Cleanliness is next to Godliness.

2. Use a deodorant daily. A bath alone won't check perspiration odor.
3. Keep hair clean - combed - trimmed. Neatness is important.
4. Take good care of your teeth. They show when you smile and this is one of your biggest assets.
5. Use a mouth wash. Gargle, be extremely careful of BB (bad breath).
6. Make a habit of being well dressed. Clothes MUST be cleaned and well pressed.
7. Don't forget shoes in good grooming. Polish often.
8. Give special attention to hand cleanliness, keep nails well-groomed.
9. Keep up to date on styles and good habits of dress. Be sharp!

YOU SEEM MORE MATURE IF YOU HAVE GOOD MANNERS AND MORALS - (IDEAS)

1. Stand when an adult or lady enters a room.
2. Speak up - look people in the eye.
3. Make a habit of being punctual.
4. Use "please"and "thank you" freely.
5. "Seat" a lady when eating beside her.
6. Develop the knack of carrying on a good converstion.
7. Avoid loud, boisterous talk.
8. Keep a clean mind. Have high standards of morality.
9. Have a good firm handshake.
10. Be friendly, "warm" and considerate.
11. Attend and be active in the church of your choice.
12. Be ambitious.
13. Develop and keep your honesty above reproach. This is a vital virtue.

RULES FOR A PERFECT DAY

1. Just for today, I will try to live through this day only and not tackle my whole life problem at once. I can do some things for twelve hours that would appall me if I felt that I had to keep them up for a lifetime.

2. Just for today, I will be happy. This assumes that what Abraham Lincoln said is true that "most folks are about as happy as they make up their minds to be." Happiness is from within - it is not a matter of externals.

3. Just for today, I will adjust myself to what is and not try to adjust everything to my own desire. I will take my family, my business and luck as they come and fit myself to them.

4. Just for today, I will take care of my body, I will exercise it, care for it, and nourish it and not abuse it nor neglect it so that it will be a perfect machine for my will.

5. Just for today, I will try to strengthen my mind. I will study. I will learn something useful. I will not be a mental loafer all day. I will read something that requires effort, thought and concentration.

6. Just for today, I will exercise my soul in three ways, to wit, I will do somebody a good turn and not get found out, if anybody knows of it, it will not count. I will do at least two things I don't want to do, as William James suggests, just for exercise. I will not show anyone that my feelings are hurt. They may be hurt, but today I will not show it.

7. Just for today, I will be agreeable. I will look as well as I can, dress becomingly as possible, talk low, act courteously, be liberal with flattery, criticize not one bit nor find fault with anything, and not try to regulate nor improve anyone.

8. Just for today, I will have a program. I will write down just what I expect to do every hour. I may not follow it exactly, but I'll have it. It will save me from the two pests - hurry and indecision.

9. Just for today, I will be unafraid, especially I will not be afraid to be happy, to enjoy what is beautiful, to love and to believe that those I love, love me.

PERSONALITY SELF-RATING SCALE

After each of the folowing write one (1) for poor, two (2) for average, three (3) for above average, and four (4) for outstanding. Total your score and see bottom.

1. Do I maintain a well groomed appearance?
2. Do I have a pleasing voice?
3. Is my posture alert and poised?
4. Is my disposition cheerful?
5. Do I make friends easily?
6. Do I exert a positive leadership?
7. Am I generally thoughtful of the feelings of others?
8. Is my enthusiasm sincere and contagious?
9. Do I persevere until I achieve success?
10. Am I sincere in my interest in other people?
11. Am I ambitious to get ahead?
12. Do I get along well with others?
13. Do I react constructively to criticism?
14. Do I remember names and faces?
15. Am I punctual on all occasions?
16. Do I have and evidence a spirit of cooperation?
17. Am I free from prejudice?
18. Do I know how and why people react in most situations?
19. Am I generally a good listener?
20. Do I refuse to allow what other people say to hurt me?
21. Can I criticize without giving offense?
22. Do I usually like people for what they are, or do I wait to see if they like me?
23. Do I enjoy being part of a group?
24. Am I reliable?
25. Can I adapt myself to all situations?
26. Am I easily discouraged?
27. Do I apply myself to the problems of each day?
28. Can I make a decision quickly and accurately?
29. Am I loyal to my superiors and associates?
30. Do I try to get the other fellow's point of view?
31. Am I neat and clean im my work as well as my personal appearance?
32. Do I know where I make my mistakes and do I admit them?
33. Am I looking for opportunities to serve others better?
34. Am I following a systematic plan for improvement and advancement?
35. Can I accept honors and advancements and yet keep my feet on the ground?
36. Am I playing the game of life honestly and fairly with myself, my fellow members and others with whom I work?

And now, to evaluate your scores -- if your score totaled over 100, your personality rating is definitely superior. And, if you've been honest with yourself, you are among the people who are most likely to succeed.

90-100 is above average. 75-90 is average. Below 75 shows plenty of room for improvement. How did you rate?

CONVERSATION TIPS

I. Take the first step in meeting people

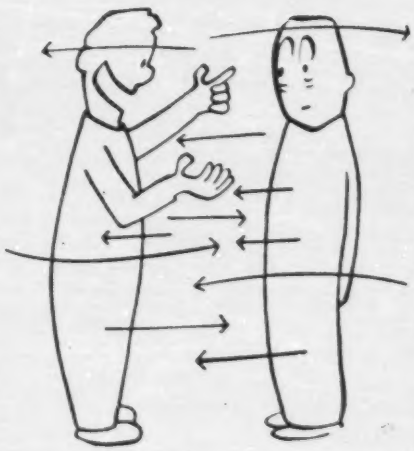
II. Always present a good impression

- A. Be polite and mannerly
- B. Dress neatly at all occasions
- C. Have well-groomed appearance

III. Conversation topics

A. Adult Male or Adult Female

1. Home
2. Interest in FFA
3. Occupation
4. Hobbies
5. Family
6. Travel
7. Vacation
8. Sports



B. Teenager

1. FFA participation
2. School or college
3. Summer work
4. Vacation
5. Plans for future
6. Fashions
7. Hobbies
8. Sports
9. Food
10. Entertainment
11. Music
12. Family
13. Outstanding Awards or Achievements

IV. Extra Hints

A. Don't dominate conversation
B. Contribute useful information
C. Draw quiet ones into conversation

"You never get a second chance
to make a first impression!"

GOOD INTRODUCTIONS

A. Being introduced to others:

1. Look the new acquaintance in the eye when extending your hand.
2. Smile!
3. Grip the new acquaintance's hand FIRMLY - no bone crushing, but no dead fish either!
4. Ask the name again if you misunderstand it. No one enjoys anything more than his own name being uttered.
5. Use the new acquaintance's name as soon as possible to help remember it.
6. Acknowledge an introduction with, "How do you do, Mr. Jones," for example.
7. Boys and men ALWAYS rise to their feet when being introduced to anyone - even another boy.
8. Men and boys wait for the girl to extend her hand, because the choice rests with the lady between shaking hands and not shaking hands.
9. If in a group, don't extend hand to acquaintance in front of others.
10. After an introduction a brief conversation usually follows. When you are ready to leave you should express your pleasure for having made the new acquaintance with, "I hope to see you again," or "I have enjoyed meeting you." To which the proper response is "Thank you."

First impressions are extremely important to everyone.

B. Introducing others:

1. Name first the older, more distinguished , the girl or lady - then the other person.
2. Introduce people in an easy nonchalant manner.

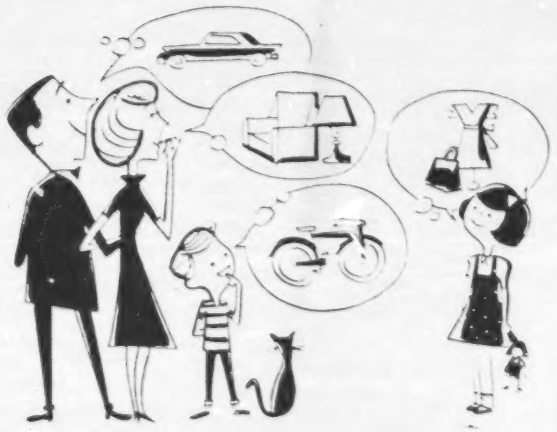
3. Have names clearly in mind before introducing the two parties.
4. Pronounce both names distinctly and slowly.
5. Common introductory phrases: "Mr.----, may I present Mr. ----." "Mother, I want you to meet, Mr.----."
6. After giving the introduction give cues for conversation such as: "Mr.----, this is Joe Smith who went fishing with me last summer."
7. If introducing one person to a small group, you may say, "I want all of you to meet my friend Dick Black. Dick, this is Ruth, Sue, and Johnnie." (Avoid pointing to individuals as they are named.)

Learn correct manners by practicing them at every opportunity.

WAYS OF STARTING A CONVERSATION

1. Introduce yourself
2. Informative - ask who he is, what he does, where he comes from. After you have told him who you are. From this you should be able to pick up some of his interests.
3. After an activity, complimentary statements would be good.
4. If a farm student, ask what types of enterprises he has. If he is a city person, determine if he is employed or going to college.
5. Family size - interests.
6. How they like Virginia if out of state.
7. Where they went to college, their major and minors.
8. How they like the city they are visiting or their hometown, How long they lived there.
9. If married, ask if their children are in the FFA, or if they belonged to the FFA when in school.
10. Teenager - Hit songs, singers, movies, movie stars, FFA activities.
11. Have they traveled extensively in the United States or abroad?
12. Current events
13. Climates - weather
14. Hobbies
15. Opinion of farm situation (politics)
16. Farming area comparison
17. City growth
18. Most outstanding achievements and awards
19. To teenagers - what vocation they are planning.
20. To a lady - what her favorite dishes are that you like to cook.
21. Whether they like music and what type
22. What adults think of teenagers today
23. Whether they think the FFA or 4-H is beneficial to the advancement of America's rural farm youth?
24. His or her occupation. Act interested in it and in what they have to say.
25. Where they live
26. Their clothing maybe. A woman always likes to receive a compliment. So does a man if he has on a nice looking suit.
27. Favorite books

28. Favorite foods
29. Entertainment - sports, hobbies
30. Just be nice and friendly - the rest should be easy.
31. Ask for comments on a speech you made or both heard
32. Talk about his home, the country around it
33. Explain your job as an FFA officer.
34. Explain the purpose of that particular trip.
35. Tell of FFA accomplishments in Virginia.
36. Ask about the FFA Chapter in his area.
37. Ask for his comments about the meeting, convention, banquet, etc.
38. Did he ever live on a farm?
39. Did he belong to the FFA?
40. If so what type of projects did he carry?
41. With what company is he employed or is he self employed?
42. What type of work did he do?
43. Did he travel a lot with this type of job?
44. What type of agricultural area does he work in or around?
45. Does he believe there is a future in agriculture?
46. If so what type of future? Will it be highly scientific?
47. How are we going to stop highways, industrial areas & urban developments from taking our prime land?
48. Does he believe they will do away with the little farm and run the farms on the cooperative style?



HOW TO REMEMBER NAMES

STEP #1. Set up in your mind an association with a new name. This will enable you to have a system of remembering names.

A. You have just met a group of three men;

1. You are first introduced to Mr. Jones, think "Casey Jones famous railroad man." Reverse it, then think "Railroad Mr. Jones."

2. Meet Mr. White--think, "Mr. White, Whiteteeth." Reverse it--think "Whiteteeth Mr. White."

3. The next man is Mr. Carpenter--think "Mr. Carpenter has a saw." Reverse it, think "I saw Mr. Carpenter."

** You see now that you have set up an association with each of these men.

STEP #2. The Fixer

Stamp the person's name in your mind by using it silently in your mind a few times. Mr. Jones is a nice man, Mr. Jones is a nice man, etc.

STEP #3. Clincher

Use the name several times in conversation. Finally you will be able to remember all of the names of the people to whom you have been introduced.

HINTS: Be aggressive in meeting people
Have a neat personal appearance
And use "Yes, Sir; No, Sir; Yes, M'am; No, M'am"

These hints will help them to remember <u>your</u> name.

"A smile is the key that will
open many doors!"

TABLE TIPS

Manners no doubt bring a frown to most FFA members' faces, but good manners bring smiles to the faces of those who are watching you. It has been said that there is a time and place for manners, all the time and every place. Manners are simple once mastered and can make the meal or visit more enjoyable for everyone.

There are volumes and volumes written about manners but there are a few simple rules to remember that can really help you make a good impression.

When eating:

1. Always put your napkin in your lap as you become seated if you are ready to eat.

2. Salads are correctly placed on the left of the main plate and beverages are on the right.

3. Wait until the host or president of the chapter starts eating, then eat at the same speed as they do so you will be finished when they are.

4. Chew with your mouth shut.

5. Do not move the plates and dishes that are set in front of you--they are placed in their position for a reason.

6. When you are finished place you knife and fork in the middle of your plate and your napkin at the right side of your plate as you get up to leave your seat.

7. If you have an accident or someone near you does, don't make a big issue over it. Just do what is necessary to get things back in order as quietly as you can and then proceed with the meal.

8. After you are finished eating, pay careful attention to what others on the program are saying. Remember that ever famous rule: "Do unto the speakers as you would have the audience do unto you."

9. People love to be complimented. If the meal was really good, compliment the people if you feel it is appropriate for you to do. But please, don't over compliment an ordinary meal. This is a great way to turn people off without even getting started yourself.

Don't make a big issue about manners--just make it an everyday habit!!

PROPER TABLE SETTING

1. Salad Fork
2. Dinner Fork
3. Pie Fork
4. Dinner Knife
5. Coffee Spoon
6. Soup Spoon
7. Appetizer Spoon
8. Salad Plate
9. Bread Plate
10. Water Glass
11. Coffee Cup and Saucer
12. Dinner Plate
13. Napkin